

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**



**AIR FORCE MANUAL 23-122**

**AIR MOBILITY COMMAND  
Supplement**

**6 MARCH 2014**

***Materiel Management***

**MATERIEL MANAGEMENT PROCEDURES**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-122, dated 8 August 2013 is supplemented as follows:** This new instruction supplements AFMAN 23-122, *Materiel Management Procedures*, and must be completely reviewed. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented at the base/installation level IAW AFMAN 23-122 paragraph 1.1.2. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. See Attachment 1 for a glossary of references and supporting information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

2.3.3.3.3.1. **(Added)** Contractor-Managed Spares. All contractor-managed (alpha budget coded) items are managed IAW established contractor supported weapon system support contracts (e.g. budget code “S” sources of supply (ex. F77/F81/F06/F16)).

2.4.2.3.6.3. **(Added)** Use urgency justification code “BT” when ordering readiness spares packages (RSP) requirements. Use project code 3AA when requisitioning war readiness materiel

(WRM) equipment unless directed otherwise (i.e. contingency operations use applicable Joint Chief of Staff project codes).

2.6.2.2.3.1. **(Added)** C-5 strategic airlift units. Shop codes are assigned using segmentation codes from the Mobility Readiness Spares Package (MRSP) authorization file details:

2.6.2.2.3.1.1. **(Added)** Shop codes “Bx” identify recovery/follow-on segments designed to supplement “Cx” segments by providing some additional range/depth to previously tasked “Cx” segments. “Bx” segments will not be tasked without a “Cx” segment. Additionally, “Bx” segments are based on additional maintenance/ support equipment capability.

2.6.2.2.3.1.2. **(Added)** Shop code “Cx” identifies crew chief replaceable Quick Turn (QT) segments.

2.6.2.2.3.1.3. **(Added)** Shop code “Dx” identifies tire and wheel segments.

2.6.2.2.3.1.4. **(Added)** Shop code “Ex” identifies defensive system segments.

2.6.2.2.3.2. **(Added)** C-17 strategic airlift units. Shop codes are assigned using segmentation codes from the MRSP authorization file details:

2.6.2.2.3.2.1. **(Added)** Shop code “Bx” identifies recovery/follow-on kits designed to supplement “Cx” segments by providing additional range/depth to previously tasked “Cx” segments. “Bx” segments will not be tasked without a “Cx” segment. Additionally, “Bx” segments are based on additional maintenance/support equipment capability.

2.6.2.2.3.2.2. **(Added)** Shop code “Cx” identifies crew chief replaceable QT segments.

2.6.2.2.3.2.3. **(Added)** Shop code “Ex” identifies defensive system segments.

2.6.2.2.3.2.4. **(Added)** Shop code “Fx” identifies station keeping equipment segments.

2.6.2.2.3.2.5. **(Added)** Shop code “Gx” identifies On-Board Inert Gas Generating System (OBIGGS) segments.

2.6.2.2.3.2.6. **(Added)** Shop code “Hx” identifies heavy maintenance segments.

2.6.2.2.3.2.7. **(Added)** Shop code “Mx” identifies Messier-Bugatti tire and wheel segments.

2.6.2.2.3.3. **(Added)** KC-135 tanker units. MRSPs are computed for primary assigned aircraft (PAA) squadrons and broken down into segments.

2.6.2.2.3.3.1. **(Added)** Shop code “Cx” identifies segmented portions of the authorization file containing reparable items tailored to support a 4 to 6 primary assigned aircraft (PAA) deployment for 30 days or less. Authorizations can be a portion of, or the total of the full authorizations.

2.6.2.2.3.3.2. **(Added)** Shop code “Ax” identifies segments containing the remaining portion of the reparable item authorizations. “Ax” segments are tailored to provide follow-on support for a previously tasked “Cx” segment. “Ax” segments will not be tasked without a “Cx” segment.

2.6.2.2.3.3.3. **(Added)** Shop code “Wx” identifies segments that contain required consumable (XB/XF) item authorizations.

2.6.2.2.3.3.4. **(Added)** Shop code “MP” identifies support segments for aircraft deployed in support of Multi-Point Refueling System missions.

2.6.2.2.3.3.5. **(Added)** Shop code “FC” identifies support segments for aircraft deployed with fuel cell repair capabilities.

2.6.2.2.3.4. **(Added)** C-130 airlift units. MRSPs are computed for PAA squadrons and broken down into five segments.

2.6.2.2.3.4.1. **(Added)** Shop code “BA” identifies the segmented portion of the authorization file containing reparable items tailored to support a 4 to 6 PAA deployment for 30 days or less. Authorizations can be a portion of, or the total of the full authorizations.

2.6.2.2.3.4.2. **(Added)** Shop code “BB” identifies the segmented portion of the authorization file containing reparable items tailored to support a 4 to 6 PAA deployment for 30 days or less. Authorizations can be a portion of, or the total of the full authorizations.

2.6.2.2.3.4.3. **(Added)** Shop code “BS” identifies the segmented portion of the authorization file containing reparable items tailored to provide follow-on support for a previously tasked “BA” or “BB” segment.

2.6.2.2.3.4.4. **(Added)** Shop code “CA” identifies segments that contain required consumable (XB/XF) item authorizations.

2.6.2.2.3.4.5. **(Added)** Shop code “CB” identifies segments that contain required consumable (XB/XF) item authorizations.

2.6.2.2.3.5. **(Added)** Units are authorized to request base/organization unique segments (shop codes) to support unique operational requirements in writing through Headquarters (HQ) Air Mobility Command (AMC)/A4RMW. Requests must include requested national stock number (NSNs), quantities, and justification for establishing the new segment(s). HQ AMC/A4RMW will be the approval authority. The base RSP activity will maintain approved correspondence when unique segments are requested and approved by HQ AMC/A4RMW.

2.6.5.3. AMC KC-135 and C-130 bases will assess their RSPs using the Personal Computer - Aircraft Sustainability Model (PCASM). Fleet C-5 and C-17 Assessments are accomplished via WSMIS/SAM, and are extracted (as required) by HQ AMC/A4RMW. C-5 and C-17 units are not required to process RSP assessments. Fill rates will be used for 60 days once the new RSP authorizations are received and loaded (start of annual reconciliation). Further use of fill rates for assessing RSP will only be used if directed by HQ AMC/A4RMW.

2.6.5.3.1. Process major command (MAJCOM) *Combat Supplies Management System (CSMS) Reconciliation*, R30 Update option once copy two of the *RSP Reconciliation S05/NGV867* is forwarded to HQ AMC/A4RMW. This option turns the CSMS flag on to ensure weekly R30 reconciliation is accurate for Air Force Materiel Command reporting. After initial update option is processed, wait for one crossover and process weekly reconciliation of the R30.

2.6.6.4. Once the war and mobilization plan (WMP)-5 classified flying scenario data is entered into PC-ASM, the computer and any assessment outputs are classified. Manage them appropriately.

2.6.11.1.3. **(Added)** Storage and Handling of MRSP Assets Containing Hazardous Material. Hazardous material (flammable, combustible, and chemical items) will not be stored in RSPs while at home station. HQ AMC/A4RMW is authorized to push authorizations for these type items in the annual economic order quantity (EOQ) XVF file(s). These authorizations will be considered unsupportable and due-outs and requisitions will not be established to fill the

authorizations while at home station. When transferring to a location where no supply support currently exists and there are seven days or more notice, the home station RSP section will change the unsupportable authorizations to fully supportable, establish due-outs and due-ins, and coordinate with the 635 Supply Chain Operations Group (SCOG) to ensure the source of supply can fill the full authorization of hazardous material prior to RSP departure. If less than seven days' notice of transfer is provided, the home station RSP section will coordinate with the 635 SCOG to determine the best course of action necessary to have full RSP authorized quantity of hazardous items shipped directly to the gaining location to fill the RSP. When an RSP is transferred to a contingency location where supply support already exists and the detail records have been transferred to the gaining stock record account number (SRAN), due-outs and requisitions will be submitted to fill the authorizations. Additionally, prior to transfer, the base RSP section will coordinate with maintenance to ensure sufficient quantities of hazardous materials are available (i.e. oil, hydraulic fluid, sealants, etc.) to meet expected demands until the re-supply pipeline has been established (approximately 21 days for connectivity and initial delivery). If the tasking is canceled, home station RSP personnel will coordinate with the 635 SCOG weapon system managers to determine the appropriate distribution of hazardous material already shipped. To prevent returning to home station with hazardous material, upon receipt of redeployment orders, deployed RSP personnel will change authorizations to unsupportable to cease replenishment of hazardous material, and every attempt should be made to issue any remaining hazardous items to maintenance. If unable to issue all hazardous material prior to departure, deployed RSP personnel will coordinate with the 635 SCOG for direction on disposition of remaining hazardous material.

2.6.11.1.3.1. **(Added)** Chemical items can be segregated in the hazardous storage facility at the home station until time for deployment. RSP personnel will ensure each RSP line item identified as hazardous material has a material safety data sheet (MSDS) available.

2.6.11.1.4. **(Added)** Pilferable and classified items are authorized storage in RSPs provided secure storage is available.

2.6.11.1.5. **(Added)** Screen the *Daily Document Register* (D04) or equivalent for internal changes affecting RSP details.

2.6.14.1. Submit all MRSP/in-place readiness spares package (IRSP)/high priority mission support kit (HPMSK) recommended additions, changes, or deletions to HQ AMC/A4RMW.

2.6.16.1.1. HQ AMC/A4O will control and direct the use and movement of MRSPs and personnel designated for units under their control to support missions, contingencies, and exercises above wing level (as required). Initial notification may be verbal followed by an official Unit Tasking Code (UTC) notification to confirm tasking. Logistics Readiness Squadron (LRS) commanders will ensure all personnel tasked to deploy with an MRSP are courier qualified. Personnel deploying with the RSP will remain with the RSP until it reaches its final destination. This may require personnel to split up if the RSP pallets are divided between different aircraft missions. These couriers will ensure proper accountability of the RSP and its contents while in transit. If an RSP courier experiences problems while in transit they should contact 635 SCOG unit control center (UCC) at Defense System Network (DSN) 576-4440 or commercial number (618) 256-4440 during normal duty hours and the 435 SCOS Quick Response Flight (QRF) DSN 779-8486 or commercial number (618) 229-8486 after normal duty hours. In the exception that an RSP is tasked without personnel, LRS commanders will

coordinate with HQ AMC A4O/A4RMW to arrange for a courier to accompany MRSP/Mission Support Kit (MSK)/HPMSK segments if circumstances dictate. The host accountable officer will provide the name, rank, Air Force Specialty Code and any other pertinent information of the responsible officer to HQ AMC A4O/A4RMW and 635 SCOG at the time of a verbal or written tasking. In the rare circumstances when HQ AMC A4O/A4RMW determine a courier will not accompany the RSP, HQ AMC/A4RMW will coordinate with the 635 SCOG to obtain the name, rank, and contact information of the responsible officer at the gaining location, and request notification as soon as the RSP arrives. When directed to deploy an MRSP, base RSP personnel will take robust actions to fill the MRSP(s) to the maximum extent possible. These actions include the turn-in and issue of assets from maintenance bench stocks, supply points, tail number bins, and transferring assets from other MRSP or IRSP segments. Base RSP personnel will coordinate with the 635 SCOG Weapon System Spares Manager(s) to facilitate acquisition of critical shortages. RSP personnel will prepare and send a priority deployment notification message to HQ AMC/A4RMW within 24 hours when an airborne or non-airborne MRSP is tasked to deploy (Reports Control Symbol (RCS): AMC-LGS(AR)9401). When the purpose for deploying an MRSP is classified, classify the report accordingly. A redeployment message will be submitted within 72 hours after return (RCS: AMC-LGS(AR)9402). **NOTE:** Reports are assigned emergency status code C2; continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue electronic reporting during MINIMIZE. Use the following formats in Figure 2.1.

**Figure 2.1. (Added) Deployment/Redeployment Information**

**Part One—Deployment (AMC-LGS(AR)9401):**

Serial number of MRSP

Organization and shop code

Destination

Estimated departure date

Estimated date of return

Deploying Custodian/Point of Contact (POC) Name, Rank, and Phone

Provide the mission number(s) and transportation control number (TCNs) of the deploying RSP pallets/bins to 635 SCOG UCC and HQ AMC/A4RMW for tracking purposes

**Part Two—Redeployment (AMC-LGS(AR)9402):**

Serial number of MRSP

Organization and shop code

Provide the mission number(s) and TCNs of the redeploying RSP pallets/bins to 635 SCOG UCC and HQ AMC/A4RMW for tracking purposes

Date returned

Use the applicable MRSP, HPMSK, and MSK listings to accomplish pre-deployment inventory actions. RSP personnel will use the listings to verify accuracy of stock numbers, details, detail locations, and serviceable balances. Submit an inventory adjustment to the inventory element on unresolved discrepancies. Maintain a signed copy of the applicable listing during deployments and for 90 days after completion of the deployment.

**NOTE:** 635 SCOG requires a RSP Transfer Worksheet be accomplished in association with the above.

2.6.16.2.3.1. Assign the deployment indicator to the detail records of the deploying MRSP at least 9 days prior to scheduled deployments. If the deployment is short notice, assign the deployment indicator upon notification.

2.6.16.2.3.1.1. **(Added)** RSPs, HPMSKs, and MSKs stored onboard aircraft or outside LRS/commander (CC) direct control will have deployment indicator loaded at all times. Establish local procedures to ensure accountability is maintained at all times.

2.6.16.2.3.4. Process all transactions and clear discrepancies prior to processing the inventory option of the applicable listing.

2.6.16.2.3.5. **(Added)** RCS: AMC-LGS (AR)9536, Mobility Readiness Spares Package (MRSP) Performance Report. Units will submit Airborne MRSP performance reports no later than two weeks after return of each MRSP deployment. Reports may be transmitted via electronic mail using Excel spreadsheets directly to the appropriate HQ AMC RSP manager, or by message. These reports must contain as a minimum the following information:

**Figure 2.2. (Added) Performance Report**

REQUEST LOG:

Julian Date

NSN

Noun

Quantity

Work Unit Code

Authorized MRSP--yes/no

Other comments

**NOTE:** Ensure follow-up action is taken to confirm the appropriate HQ AMC MRSP manager receives your report(s) after submission. Recommend these records be maintained until after the next MRSP reconciliation is accomplished. In addition, ensure personnel deployed with the MRSP are prepared to provide this information, as required, during exercises and contingencies. For deployments with indefinite return dates, submit a performance report quarterly.

2.6.16.3.3. **(Added)** If Standard Base Supply System (SBSS) connectivity cannot be established at the deployed location, deployed location supply personnel will document all supply transactions, and request processing instructions from the 635 SCOG.

2.6.16.3.4. **(Added)** Deployed locations will forward not mission capable supply (NMCS) mission capable (MICAP) requirements to 618 Tanker/Airlift Control Center (TACC)/XOCL. Deployed supply personnel will contact the 435 SCOS QRF to obtain requisition numbers (if required) to provide TACC/XOCL for support. Support MICAP requirements as directed by TACC/XOCL. **(NOTE:** This is applicable throughout the enroute system.)

2.6.16.3.5. **(Added)** Deploying personnel will notify 635 SCOG immediately upon arrival at the deployed location and provide phone numbers, e-mail, fax etc. of where they can be reached, connectivity problems if applicable, and exact delivery information for MRSP replenishment shipments.

4.3.3.2. Maintenance activities operating under G081/Mobility Air Forces Logistics C2 (G081/MAF LOG C2) or G081 will process Due-In for Maintenance (DIFM) status and location

changes for those shops they support. The Flight Service Center (FSC) is designated as the central point for repair cycle processing and will actively monitor the Repair Cycle Asset Management Listing (D23) for unsatisfactory status and discrepancies between DIFM details and physical asset accountability. FSC will process status/location changes for those maintenance activities without G081.

4.3.4.2.3.1. **(Added)** Repair Cycle Control. *APPLIES TO NON-MERGED FSLs ONLY* Turn-in reparable assets removed from aircraft by flight line maintenance within 0-8 hours. Computed from the time a serviceable asset is issued to an aircraft. The Air Mobility Squadrons (AMS), with concurrence of the Chief, Forward Supply Operations, may extend this time frame for items requiring extensive maintenance, such as landing gear components and structural repair items.

5.2.1.2. When and where available, G081/MAF LOG C2 will be utilized to process ISU, DOR, DOC, TRN, NOR, DFM, 1BS, and DIT transactions for AMC Maintenance organizations. G081 will be used for these transactions, whether being input by LRS, Forward Supply Location (FSL), or maintenance customer personnel.

5.2.1.2.1. **(Added)** Aircraft related requests (routine and priority) which cannot be processed through G081 or by Decentralized Materiel Support personnel are called into the LRS for entry into Integrated Logistics System-Supply (ILS-S)/SBSS.

5.2.2.3.1. *APPLIES TO NON-MERGED FSLs ONLY* FSLs will not process requests, receive, deliver, warehouse, or otherwise interfere with contractual agreements on contractor-supported aircraft, i.e., KC-10, C-20, C-21, C-32, C-37, and C-40.

5.2.2.3.7.2.1. **(Added)** Submit all initial issue letters in support of the flying hour program to HQ AMC/A4RMP. A4RMP in turn will route requests to AMC/A4PY for approval/disapproval. The requesting organization will still be required to submit complete written justification to the Materiel Management Flight Officer in Charge (OIC) or Superintendent for review and approval/disapproval. Initial issue requests for budget code 8 items/assets supporting non-flying hour requirements will be submitted to Materiel Management Flight OIC or Superintendent for review and approval/disapproval. NOTE: Guidelines for submitting justification letter for budget code 8 in support of flying hour items are found in AFI 23-101, Sec 2C, Para. 2.3.4.28, and will be approved by MAJCOM Cost Per Flying Hour POCs.

5.2.4.3.3.1. Establishing MICAP Backorders. *APPLIES TO FSPs ONLY* Forward supply points (FSPs) will establish memo due-outs transaction exception code (TEX) 7 for verified not mission capable supply (NMCS) conditions only.

5.2.4.3.3.3. Verification of mission capability (MICAP) Customer Requests. AMC units will document the LRS MICAP verification process in ILS-S. Include the procurement source code, units per assembly, usable on code, and next higher assembly (NHA) information in the verification record. During the verification process, create an event bullet which includes the customer name and phone number as well as the MICAP verifier's name, phone, and time/date verified. Phone numbers are optional for FSL activities. Within the event bullet, also comment on warehouse balances, NHA, interchangeable and substitute group (ISG), MRSP kit, supply point, special purpose recoverable authorized maintenance (SPRAMS), tail number bin (TNB), bench stock, receiving line, turn-in line and reject/hold area observations made during your local resource checks. SPRAMS and TNB checks are not applicable to FSL activities. Use AMC Form 129, *MICAP/AWP Checklist* or a locally developed form with the minimum information on the

AMC Form 129, to document the MICAP verification if ILS-S is down then later transfer information from the AMC Form 129, *MICAP/AWP Checklist* to Enterprise Solution - Supply (ES-S) once ES-S becomes operational again. LRS and FSL will work with customer units to build list of individuals authorized to verify MICAP conditions. List may be maintained in paper or electronic form, including within G081.

5.2.4.3.7. **(Added)** 18 AF TACC/XOCL-directed MICAP shipments. MICAP requirements for support of AMC en route aircraft require additional processing prior to release of shipment to transportation. Additional guidance can be found in AMCI 21-108, Chapter 7, *Supply Procedures and Responsibilities* and AMCI 23-102, *Expeditious Movement of AMC/VVIP Assets*.

5.2.4.3.8. **(Added)** *APPLIES TO NON-MERGED FSLs ONLY* FSLs will notify 435 SCOS/QRF of verified MICAP conditions against ready-line engines prepositioned at en route locations.

5.2.4.3.9. **(Added)** Lateral Support from RSPs. LRS/CCs, upon notification of deployment, may protect segments of a MRSP for up to 30 days, except for valid MICAP requirements.

5.2.4.3.10. **(Added)** MICAP Cannibalization Actions. When directed by 18 AF TACC/XOCL to cannibalize to satisfy a MICAP requirement, the base will process a turn-in with TEX code 8. Contact the 435 SCOS/QRF when actions are complete.

5.2.4.3.11. **(Added)** Programmed Depot Maintenance (PDM) Cannibalization (CANN). 635 SCOG is the weapon system approval authority for all PDM Cannibalization requests. Submit C-5 PDM CANN requests through the automated PDM request system hosted at <https://ltwebsrv.robins.af.mil/lts/pdmcann/public/index.aspx>. The following mission design series (MDSs) operating under Contract Logistics Support concepts are exempt: C-9, KC-10, C-20, C-21, VC-25, C-32, C-37, and C-40.

5.2.4.3.11.1. **(Added)** After exhausting all other support possibilities, the Mission Support Group (MSG) or Maintenance Group (MXG) Commander may request PDM cannibalization by e-mail, message, or C-5 automated PDM request system to 635 SCOG.

5.2.4.3.11.2. **(Added)** The e-mail message requesting PDM cannibalization will contain the following information:

5.2.4.3.11.2.1. **(Added)** Aircraft tail number.

5.2.4.3.11.2.2. **(Added)** Recap of other grounding MICAP conditions against the aircraft. If the aircraft has due-outs for other grounding parts not on the PDM cannibalization request, the request must state, upon approval, those additional part(s) will be cannibalized from local assets and/or parts have confirmed shipping status.

5.2.4.3.11.2.3. **(Added)** Sufficient supply requisition and status information to identify the PDM cannibalization requirement at AMC and the appropriate Air Logistics Center.

5.2.4.3.11.2.4. **(Added)** NSN, part number and nomenclature.

5.2.4.3.11.2.5. **(Added)** TO, figure and index.

5.2.4.3.11.2.6. **(Added)** Any additional information resulting in extenuating circumstances assisting approving authorities in their decision making process.



5.2.4.3.11.3. **(Added)** If the required asset(s) is/are locally cannibalized or requirement is canceled/downgraded after requesting PDM cannibalization, immediately notify 635 SCOG and provide information copy to HQ AMC/A4M via e-mail.

5.2.4.3.12. **(Added)** C-17 Asset Distribution Request Policy. AMC bases supporting C-17 aircraft will use the following procedures to request MICAP support from the C-17 production line.

5.2.4.3.12.1. **(Added)** When MICAP requisition status is unsatisfactory to meet mission requirements and all support avenues are exhausted, the MSG/CC may request asset distribution. Asset distribution candidates must:

5.2.4.3.12.1.1. **(Added)** Resolve a MICAP condition, aircraft NMCS requirement and return the aircraft to operational status.

5.2.4.3.12.1.2. **(Added)** Have no other aircraft MICAP conditions on backorder other than those with shipping status, released or pending release for shipment, or potential item(s) for cannibalization.

5.2.4.3.12.1.3. **(Added)** Send the asset distribution request message to 635 SCOG. The message must include the following data:

5.2.4.3.12.1.3.1. **(Added)** NSN, part number, quantity, requisition source of supply, requisition number, TO, figure and index. Provide a summary of action taken to resolve the MICAP condition including supply assistance message.

5.2.4.3.12.1.3.2. **(Added)** Recap other MICAP conditions against the aircraft and provide status.

5.2.4.3.12.1.3.3. **(Added)** Mission impact statement. Quantify the lack of an airframe against mission requirements, the need to fly to an actual mission in support of an ongoing surge, or deployment need to respond to a national crisis, etc.

5.2.4.3.12.1.4. **(Added)** If the MICAP requirement is canceled, downgraded, or otherwise satisfied in the interim, the base will immediately notify 635 SCOG by telephone or e-mail.

5.2.4.3.13. **(Added)** 18 AF TACC/XOCL Directed Cannibalization.

5.2.4.3.13.1. **(Added)** When 18 AF TACC/XOCL directs a cannibalization, maintenance will turn the asset into the LRS.

5.2.4.3.13.2. **(Added)** The LRS will establish a credit due-out for the serviceable part being turned in by maintenance.

5.2.4.3.13.3. **(Added)** The LRS will process a turn-in with a TEX G, action taken code B and use the shipment document number (obtained by the 635 SCOG) in positions 67-80. After processing the shipment the system will automatically produce a shipment to the gaining location.

5.2.12.3.8.2. Customer-requested due-out cancellations will be processed via G081 if the original due-out was initiated in G081. Other customer-requested due-out cancellations will be processed with the requester's name and phone number in positions 67-80.

5.2.12.3.8.4. **(Added)** Upon downgrading or canceling a MICAP due-out, bases will create an event bullet in ES-S which includes the reason, along with contact information of the individual customer authorizing the transaction.

5.3.3.3.3. **(APPLIES TO NON)** . FSLs will comply with their host hazardous material pharmacy procedures for storage of hazardous items.

5.3.6.3.3.3. **(Added)** Type A, B, and C mobility bags are authorized for bulk issue and shipment.

5.3.9.2.1.3.1. **(Added)** 18 AF TACC/XOCL directed shipments for both Continental United States (CONUS) and Outside the Continental United States (OCONUS) bases require manual intervention. The supply technician/chief inspector will verify the documentation and visually check the contents of the container/box to verify stock number and part number match the documentation. If supply personnel are unable to determine asset identification, consult a qualified maintenance technician before shipping. For additional guidance, reference AMCI 21-108, Chapter 7, *Supply Procedures and Responsibilities*; and AMCI 23-102, *Expeditious Movement of AMC/VVIP Assets*.

5.3.9.5. **(Added)** Global Support & Services San Antonio (GSS-SA). Aircraft Part Stores at C-17 bases will coordinate movement of TNB assets to base Boeing representatives for G081 over and above maintenance jobs to be accomplished at the GSS-SA locations. Maintenance will document these open G081 jobs on AFTO Form 103, *Aircraft/Missile Condition Data* and list all TNB parts which need to be turned over to Boeing for shipment to the GSS-SA.

5.3.9.5.1. **(Added)** Upon receipt of an approved AFTO Form 103, *Aircraft/Missile Condition Data*, Parts Store will process a turn-in TEX 7 with the base Boeing representatives EYXXXX address in the supplementary field to ship any DIFM assets to Boeing. Expendable assets in TNB which are reflected on the AFTO Form 103, *Aircraft/Missile Condition Data* will be updated in G081 to show GSS-SA as the current location and assets will be turned over to base Boeing representatives. For items turned over, Parts Store will have Boeing personnel sign and date a log or copy of original ISU/DOR document and maintain in suspense until G081 job is closed.

5.3.9.5.2. **(Added)** Base Boeing representatives will subsequently ship all assets annotated on the AFTO Form 103, *Aircraft/Missile Condition Data* to the GSS-SA. GSS-SA closes completed jobs in G081. Upon return of the aircraft from GSS-SA (during 3-day acceptance phase) Parts Store and base Boeing representatives will clean up any outstanding supply actions; i.e., cancel backorders against the closed job number and turn-in unneeded TNB assets to supply.

5.3.9.6. **(Added)** Do not ship unserviceable fire bottles and pylons that have not been certified as explosive free. Reference TO 11A-1-60, *General Instruction -- Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing XPL* for specific actions.

5.3.10.2.1. If the customer is unable to fit organizational refusal information on the Asset Management (AM) label, use a plain piece of paper to provide a brief explanation/reason for the refusal. Attach the paper to the AM label.

5.3.13.2. Shelf Life Coded Items. *APPLIES TO NON-MERGED FSLs AND JOINT BASE LOCATIONS WHERE LEAD COMPONENT IS OTHER THAN AF*. Coordinate with the local/host hazardous material pharmacy to establish procedures for managing health hazard

commodities. Provide 635 Air Force Sustainment Center Weapon System Managers copies of local policy and procedures when inventories are impacted (i.e. afterhours support not available).

5.3.14. **(Added)** Warranty Management. On the third workday of each month, all AMC bases and FSL will retrieve data on their own SRAN by utilizing a Discover query found in the Workbook area labeled S91L2NJE.HQ AMC ILSI01 warranty stock numbers. Once you initiate this query, it will display a screen labeled 'edit parameters,' type in your SRAN, using just the numerical portion and not the alpha characters. This query will provide you with a list of all NSN for your SRAN with an Issue Exception Co Code (IEX) 'B', project code 390 and/or Repairable Item Movement Control System (RIMCS) code 'G.'

5.3.14.1. **(Added)** Warranty Management Action Table.

Project Code 390	RIMCS Code G	IEX B	Action
X	X	X	No action required
X	X		Assign IEX B
		X	Remove IEX B
<b>NOTE:</b> Do not change project/RIMICS codes assigned unless notified by the item manager.			

5.4.16.3. Controlled items adjusted strictly by technical order guidance do not require a Report of Survey as long as supporting technical order guidance documentation for both old and new stock numbers are attached and maintained with the AMC Form 239, *Inventory Research Record*, **AND** both stock numbers have an equal quantity adjustment. (i.e., old stock number quantity is equal to two and new stock number quantity adjusted is equal to two) If the quantities do not match a Report of Survey will need to be completed.

5.4.16.3.1. **(Added)** Add the following information to each AMC Form 239, *Inventory Research Record* for both stock numbers adjusted:

5.4.16.3.1.1. **(Added)** Category Discrepancy: Check 'Resolved Discrepancy'

5.4.16.3.1.2. **(Added)** Cause/Probable Cause of Discrepancy: Add 'Technical Order Guidance attached'

5.4.16.3.1.3. **(Added)** Method of Correction: Add this statement 'Serialized items requiring identity changes must be adjusted. Therefore no report of survey (ROS) is required per AFMAN 23-122 AMC Supplement paragraph 5. 4.16.3.'

5.5.7.3.1. **(Added)** *APPLIES TO NON-MERGED FSLs ONLY*. FSLs will process the *Delinquent Shipment Listing* (R40) weekly.

5.5.8.3.3.1. **(Added)** The fleet manager may sign FME/1ET/FED documents for leased/rental vehicles.

5.7.5.4.1. **(Added)** Document research actions will be documented on an AMC Form 239, *Inventory Research Record*. In addition, an automated transaction history printout will be filed with the M10 *Consolidated Inventory Adjustment Document Register*, as supporting documentation.

6.2.1.3.3. The customer will prepare an AF Form 451, *Request for Packaging Services*, IAW AFI 24-203, *Preparation and Movement of Air Force Cargo* for property returned without required Special Packaging Instruction (SPI) containers. The AF Form 451 remains with the materiel as it is processed and moved to the Cargo Movement section or Aerial Port Squadron for shipment. Materiel processed to Defense Logistics Agency Disposition Services (DLADS) does not require SPI unless DLADS dictates otherwise.

6.2.2.2.2.1. **(Added)** All aircraft warranty turn-ins will be processed using condition code 'Q' action taken code 'C' and immediately shipped to the SRAN loaded on the RIMCS record. In addition, verify you have submitted all required warranty documentation along with the unserviceable asset.

6.2.2.5.1. When ownership of Found on Base (FOB) XD\*/XF\* items cannot be determined, it will be delivered to the Flight Service Center for further research and processing.

7.3.1.2.1.2. Satellite Accounts. *APPLIES TO NON-MERGED FSLs ONLY* Due to current Cargo Movement Operations System (CMOS) software design, ILS-S/SBSS – CMOS interface cannot be established for AMC Forward Supply Location (FSL) accounts. Until this interface issue is resolved manual shipment suspense detail (SSC) transactions must be accomplished for both serviceable and unserviceable shipments.

WALTER L. ISENHOUR, Colonel, USAF  
Deputy Director of Logistics

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 Nov 2010

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AMCI 21-108, Chapter 7, *Supply Procedures and Responsibilities*, 16 Dec 2011

AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP Assets*, 29 Jun 2009

TO 11A-1-60, *General Instruction -- Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing XPL*, 13 Mar 2013

***Adopted Forms***

AF Form 451, *Request for Packaging Services*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 103, *Aircraft/Missile Condition Data*

AMC Form 129, *MICAP/AWP Checklist*

AMC Form 239, *Inventory Research Record*

***Abbreviations and Acronyms***

**AFRC—Air Force Reserve Command**

**AFRIMS—Air Force Records Information Management System**

**AM—Asset Management**

**ANG—Air National Guard**

**AMC—Air Mobility Command**

**AMS—Air Mobility Squadron**

**GSS-SA—Global Support & Services San Antonio**

**CC—Commander**

**CMOS—Cargo Movement Operations System**

**CONUS—Continental United States**

**DIFM—Due In For Maintenance**

**DLADS—Defense Logistics Agency Disposition Services**

**DSN—Defense System Network**

**EOQ—Economic Order Quantity**

**ES-S—Enterprise Solution – Supply**

**FSC—Flight Service Center**

**FOB—Found on Base**  
**FSL—Forward Supply Location**  
**FSP—Forward Supply Point**  
**G081/MAF LOG C2—G081/Mobility Air Forces Logistics C2**  
**HPMSK—High Priority Mission Support Kit**  
**HQ—Headquarters**  
**IAW—In Accordance With**  
**IEX—Issue Exception Code**  
**ILS-S—Integrated Logistics System-Supply**  
**IRSP—In-Place Readiness Spares Package**  
**ISG—Interchangeable and Substitute Group**  
**LRS—Logistics Readiness Squadron**  
**MAJCOM—Major Command**  
**MDS—Mission Design Series**  
**MICAP—Mission Capability**  
**MRSP—Mobility Readiness Spares Package**  
**MSDS—Material Safety Data Sheet**  
**MSG—Mission Support Group**  
**MSK—Mission Support Kit**  
**MXG—Maintenance Group**  
**NHA—Next Higher Assembly**  
**NMCS—Not Mission Capable Supply**  
**NSN—National Stock Number**  
**OCONUS—Outside the Continental United States**  
**OIC—Officer in Charge**  
**OPR—Office of Primary Responsibility**  
**PAA—Primary Assigned Aircraft**  
**PC-ASM—Personal Computer – Aircraft Sustainability Model**  
**PDM—Programmed Depot Maintenance**  
**POC—Point of Contact**  
**QRF—Quick Response Flight**  
**QT—Quick Turn**

**RDS—Records Disposition Schedule**  
**RIMCS—Reparable Item Movement Control System**  
**RSP—Readiness Spares Package**  
**SBSS—Standard Base Supply System**  
**SCOS—Supply Chain Operations Squadron**  
**SCOG—Supply Chain Operations Groups**  
**SPI—Special Packaging Instruction**  
**SPRAM—Special Purpose Recoverable Authorized Maintenance**  
**SRAN—Stock Record Account Number**  
**SSC—Shipment Suspense Detail**  
**TACC—Tanker/Airlift Control Center**  
**TEX—Transaction Exception Code**  
**TCN—Transportation Control Number**  
**TNB—Tail Number Bin**  
**TO—Technical Order**  
**UCC—Unit Control Center**  
**UTC—Unit Tasking Code**  
**WMP—War and Mobilization Plan**  
**WRM—War Reserve Materiel**